

Job Title	Program Director
Employer/ Agency	Olive Branch Muslim Family Services
Job Description	<p>THERE ARE FOUR (4) PRIMARY FUNCTIONAL AREAS:</p> <p>Fundraising and Fiscal Management</p> <ul style="list-style-type: none">• Research and prepare grant proposals and other funding applications.• Develop and maintain a donor base for both monetary and non-monetary resources.• Submit reports updating funders on a monthly, quarterly, or annual basis depending on program's requirements.• Develop and maintain a digital donor tracking system.• Work in conjunction with the Board in all fundraising efforts <p>Case Management</p> <ul style="list-style-type: none">• Conduct initial eligibility screenings and intake assessments.• Update and maintain client's file and monthly progress notes.• Provide information and refer clients to public/private services & resources. <p>Community Engagement</p> <ul style="list-style-type: none">• Serve as liaison between board and staff• Prepare and conduct volunteer orientations• Conduct informational meetings with volunteers or clients as needed.• Supervise and train interns and volunteers to maintain and expand programming <p>Programming</p> <ul style="list-style-type: none">• Promote events and programs to diverse media sources (i.e. print, television, radio, and social media).• Conduct / attend meetings and build professional relationships with relevant community partners, funders or contractors, to further program's goals.• Plan and execute community events such as workshops, health fairs, etc. with program staff as needed• Maintain records and track outcomes of the programs. <p>The Program Director must also fulfill annual professional development requirements and remain aware of and in accordance with the agency's policies and procedures.</p> <p>Other Duties as assigned</p>

Qualifications	<u>Qualifications:</u> <ul style="list-style-type: none"> • Master's degree in Social Work or related field • Cultural competency in Islamic faith and traditions • Familiar with social services network • Strong data management skills • Experience working in a non-profit environment preferred • Experience in fundraising preferred
Salary/Hours	Salary Range \$50-\$60K (Based on experience)
Address	11222 Richmond Ave
City, State, Zip	Houston, TX
Contact Person	Fatima Mohiuddin, LCSW
Contact Title	Founding Board Member, Programming Chair
Telephone Number	713-398-7015
Email Address	Fatima_mohiuddin@yahoo.com
Application Method	Please send resume and cover letter to fatima_mohiuddin@yahoo.com
Opening Date	Immediately

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